Important Notice to All Food Operators

You need to update your Food Control Plan (FCP)

As a food operator with a registration under the Food Act 2014 using a template Food Control Plan (FCP) you will need update your FCP to make sure you are following the right rules.

This means you <u>must</u> replace some specific cards by **30 June 2023,** and you must replace your whole FCP with the updated version by **20 February 2024**.

Key dates

All template Food Control Plan businesses must be using the new version of Simply Safe and Suitable by **20 February 2024.**

However, before then, businesses must be using the following cards by **30 June 2023**:

All businesses	**only if applicable**
Separating food card	Managing self-supply water cards
Knowing what is in your food card	Using acid to control bugs card
Packaging and labelling card	Making sushi card
Recalling your food card	Hot smoking to control bugs card

Where to find the new cards and FCP

To update your template food control plan with the specific cards
- Download the individual cards
- Read the update instructions for adding specific cards to your FCP
- You must do this by **Friday 30 June 2023**

To update your full template food control plan
- Download the updated version of the FCP
- Read the instructions for updating your full template FCP
- You must replace your whole plan with the new FCP by **20 February 2024**
  (You can download and starting using the new FCP now if you want to)
- Once you have your new FCP you will need to tailor this to fit your business

You are encouraged to download a copy of the plan MPI's website.
You can purchase your own hard copy of the full FCP from here.

Simulated recalls for food businesses

From **1 July 2023** businesses with a plan or programme under the Food Act will need to carry out a simulated (mock) recall.

Information relating to recalling your food can be found on the "Recalling your Food" card in your FCP. This card provides a link to helpful information on the MPI website for recalling food. The card also provides information about conducting a simulated (mock) recall.

MPI have also developed a document Simulated Recall Guidance for Food Businesses to assist you with what is required.

What happens now?

Follow the guidelines on page one of this information sheet to download the cards and/or the full FCP.

The changes to your FCP and the requirement for simulated (mock) recalls will be checked during your next scheduled verification.   If your verification is after February 2024, you <u>must</u> be using the new FCP.

Do I still need to keep records?

Yes. You must continue to keep records as detailed in your FCP and to assist with this, MPI have updated the Blank Records Forms which are designed to be used with the new version of your FCP.

Do I need to retrain my staff on the update plan?

Yes, there are important changes to the plan and your staff will need to be aware of what these are and apply the changes where applicable. And don't forget to update your staff training sheet when you refresh your staff on the changes!

Questions?

If you have any questions about these changes, please do not hesitate to contact one of the food team members at Gore District, Invercargill City or Clutha District Councils.

Handy links:

Specific Cards and / or New FCP	https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/use-template-food-control-plan/steps-to-a-simply-safe-and-suitable-template-food-control-plan/
Instructions to update specific cards	56698-Instructions-on-updating-your-Simply-Safe-Suitable-template-Food-Control-Plan-FCP-with-the-specific-cards (mpi.govt.nz)
Instructions for updating full FCP	56695-Instructions-for-updating-your-full-Simply-Safe-Suitable-template-Food-Control-Plan-FCP (mpi.govt.nz)
Blank Records Forms	https://www.mpi.govt.nz/dmsdocument/16717-Food-service-and-food-retail-food-business-record-blanks
Food recall guidance for businesses	https://www.mpi.govt.nz/food-business/food-recalls/food-recall-guidance-for-businesses/
Simulated Recall Guidance for Food Businesses	Simulat https://www.mpi.govt.nz/food-business/food-recalls/doing-food-recall/ed recall guidance for food businesses (mpi.govt.nz)
How to do a simulated (mock) food recall	https://www.mpi.govt.nz/food-business/food-recalls/doing-food-recall/

National Programmes (NP1, 2 and 3)

MPI are also working on updating National Programmes 1, 2 and 3. Once these have been completed, those operating under a NP will be contacted.